

## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ANG 2007-004

OPENING DATE: 12 January 2007

CLOSING DATE: 12 February 2007

ANTICIPATED FILL DATE: 1 Apr 2007

### POSITION TITLE AND NUMBER

Inspector General(Air)  
PDCN 90101000, MD #: 1214-200L

### UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-NC-IG  
NCNG, Raleigh, North Carolina

### GRADE AND SALARY (Includes Locality Rate of 16.18%)

GS-1801-12 \$65,411.00 - \$85,037.00 per annum

### EMPLOYMENT STATUS

Excepted Service

**WHO CAN APPLY:** The area of consideration for this announcement is the NATIONWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

**HOW TO APPLY:** Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is **REQUIRED** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE:** Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.

**QUALIFICATION REQUIREMENT:** Must have 36 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's.

**ADDITIONAL REQUIREMENTS:** The incumbent will successfully complete the Air Force Installation IG Training Course (IGTC) within 90 days of assignment. The incumbent will attend the Army's Inspector General School (TIGS). **Must possess or be eligible to obtain a "Top Secret" security clearance within 12 months of assignment.**

### KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants **must** address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. It is **required** that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Ability to independently investigate and resolve complex issues.
2. Knowledge of the structure of the United States Air Force and Air National Guard organizations.
3. Ability to read, interpret and apply regulations, directives, policies and procedures pertaining to the Inspector General activities.

**CONDITIONS OF EMPLOYMENT:** 1. **Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application.** The recommended applicant **will not** be approved for appointment until they occupy a compatible AFSC in the NCNG shown under Military Assignment on the reverse side of this announcement. 2. **The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.**

**MILITARY ASSIGNMENT:** Assignment to a compatible Officer position in the NCNG is mandatory.

**EVALUATION FACTORS USED:** Personal interviews, review of application and the KSA Statement.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:** Serves as the principal assistant to the Inspector General (IG) in processing U.S. Army Inspector General Action Requests (IGARs) and U.S. Air Force Complaints in accordance with AR 20-1 and AFI 90-301 respectively, and other applicable guidance. Independently analyzes each IGAR or complaint to identify specific problem areas, appropriate action or resolution strategy, to make appropriate referrals to another agency for follow-on inquiry/investigation, and to make recommendations for corrective action to the IG in accordance with applicable regulations, higher headquarters policies and procedures, and command guidance. The ANG IG has the overall goal of assisting with the correcting of injustices and errors and eliminating conditions and practices that are detrimental to the good order, discipline and moral of National Guard personnel and helping to ensure the efficiency, best interest and reputation of the National Guard (NG). Responsible for all management, training and execution for access and use of the web-based U.S. Air Force Inspector General Automatic Case Tracking System (ACTS III) for reporting and recording Inspector General contacts and complaints, the processing of complaints and the recording of complaint resolutions within the Air Force Complaints Resolution Process. Trains state level investigating Officers (IOs) to conduct IG investigations and prepare reports or briefings on findings. Provides unit training and guidance to command and personnel on the IG process and the procedures for filing IG complaints or IGARS. Establishes and implements the Fraud, Waste and Abuse program in accordance with United States Air Force guidance and the applicable requirements and guidelines set out in the Department of Defense (DoD) Hotline program for reporting Fraud, Waste and Abuse complaints. Serves as a single point of contact and liaison for the initiation, development and execution of the United States Air Force Inspector General Program as related to the Air National Guard. As required, assists members of the Army National Guard and Air National Guard on all matters and concerns related to the application, enforcement or condition of U.S. Army or Army National Guard or U.S. Air Force in accordance with Air National Guard regulations/instruction, policies and procedures. Conducts the State's Inspector General Program, ensuring that complaints/issues presented, rightfully belong in the IG process. Resolves issues regarding complaints or IGARs, which are received within the Inspector General Complaints Process and provides assistance on all non-IG matters. Provides advice on all matters under investigation by the Office of the State Inspector General and conducts or supervises investigations, as required, in effecting a resolution for an IG complaint or IGAR. Conducts recurring/special investigations/inquiries, analyses, and studies as required. Special investigations would include such areas as Intelligence Oversight (IO), Internal Management Control Program (IMCP), Contracting, Environmental Quality Control (EQC), reprisals, or whistle blower cases involving applicable military and civilian personnel and Improper Mental Health Evaluations. Conducts automated database searches as requested by the IG and others to support investigations and inquiries. Serves as the Air Force Inspector General Program Manager, primarily for Air National Guard wings and statewide geographically separated units (GSU's), and provides assistance and advice to the State Inspector General, as required, on all matters subject to the jurisdiction of the office of the State Inspector and as directed by the Adjutants General, or Commanding General. Evaluates unit training and provides confidential observations regarding unit performance to commanders and the Adjutant General or Commanding General. Conducts the State's Congressional Inquiries Program on ANG matters serving as the command liaison officer for Congressional inquiries. Upon receipt of congressional inquiry, determines appropriate functional office of primary responsibility (OPR) and assigns inquiry to them for response. In addition, serves as the Privacy Act officer on all matters related to the ANG within the IG office, which includes Freedom of Information Act responsibilities. Performs other duties as assigned.

**ADDITIONAL INSTRUCTIONS:** 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**

**DISTRIBUTION:** A, B, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, J4-4, J3-3, J1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1